



**Office of the Mayor  
City of Seattle  
Gregory J. Nickels, Mayor**

**Executive Order: 02-03  
Citywide Printing, Copying and Graphic Design Production Standards and Policy Compliance**

*An Executive Order directing the City Design Print and Copy (CDPC) center of the Fleets and Facilities Department to develop, publish, and incorporate in CDPC operations publication standards to reduce City publication costs. The Executive Order directs all City Departments and Offices to contain expenses for print, copy, graphic design and photography jobs by using either the Fleets and Facilities' CDPC or their own in-house centralized City Print Shop, instead of external vendors, to produce City publications. This Executive Order serves to enforce the Citywide Printing, Copying and Graphic Design Services Policy adopted August 1, 2001.*

WHEREAS, City revenues continue to fall below earlier revenue targets due to recession and other adverse economic forces.

WHEREAS, City departments have already abrogated positions and made other extensive budget cuts throughout the next biennium to help balance the City budget.

WHEREAS, the City of Seattle adopted a citywide Printing, Copying and Graphic Design Services Policy effective August 1, 2001 to fully utilize existing expertise, staff, equipment, facilities and other internal resources to accomplish City publications work in-house before paying additional money for outside service providers.

WHEREAS, this Executive Order, serving to enforce the above policy, overrides Executive Order 02-02.

NOW, THEREFORE, I, GREGORY J. NICKELS, Seattle Mayor, have ordered that the CDPC center of the Fleets and Facilities Department develop and publish print and graphics publication standards that provide more uniform quality at lower cost for City publications in this current economic climate. The CDPC center will actively manage and apply these new standards to work it performs and will also review these standards

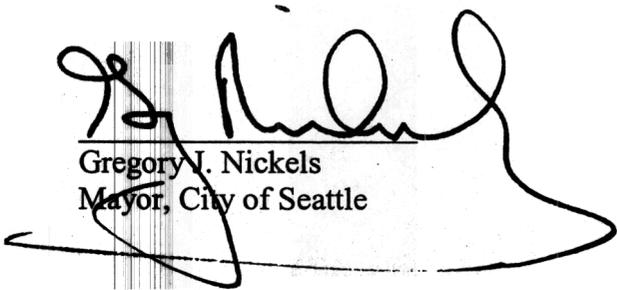
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biennially. All City Departments and Offices will either conform to these standards or submit a request for waiver to the CDPC center, based on unique business need. The Fleets and Facilities Department Director will decide whether to approve or disapprove waiver requests. I am also directing the Fleets and Facilities Department Director to submit an annual report to me on the usage of the City's Design, Print and Copy Center by City Departments.

FURTHERMORE, I do order that all City Departments and Offices immediately send their printing, copying, graphic design and photography work to a City Print Shop rather than outside vendors, except when ordering directly from the City's approved blanket contractors for envelopes, business cards, business forms and reproductions of technical drawings, or to their own centralized City Print Shop as provided for in the Citywide Printing, Copying and Graphic Design Services Policy adopted August 1, 2001

Inquiries regarding this Executive Order should be directed to the Manager of the CDPC center in the Fleets and Facilities Department, Executive Administration.

Dated this 18 day of February 2003



Gregory J. Nickels  
Mayor, City of Seattle